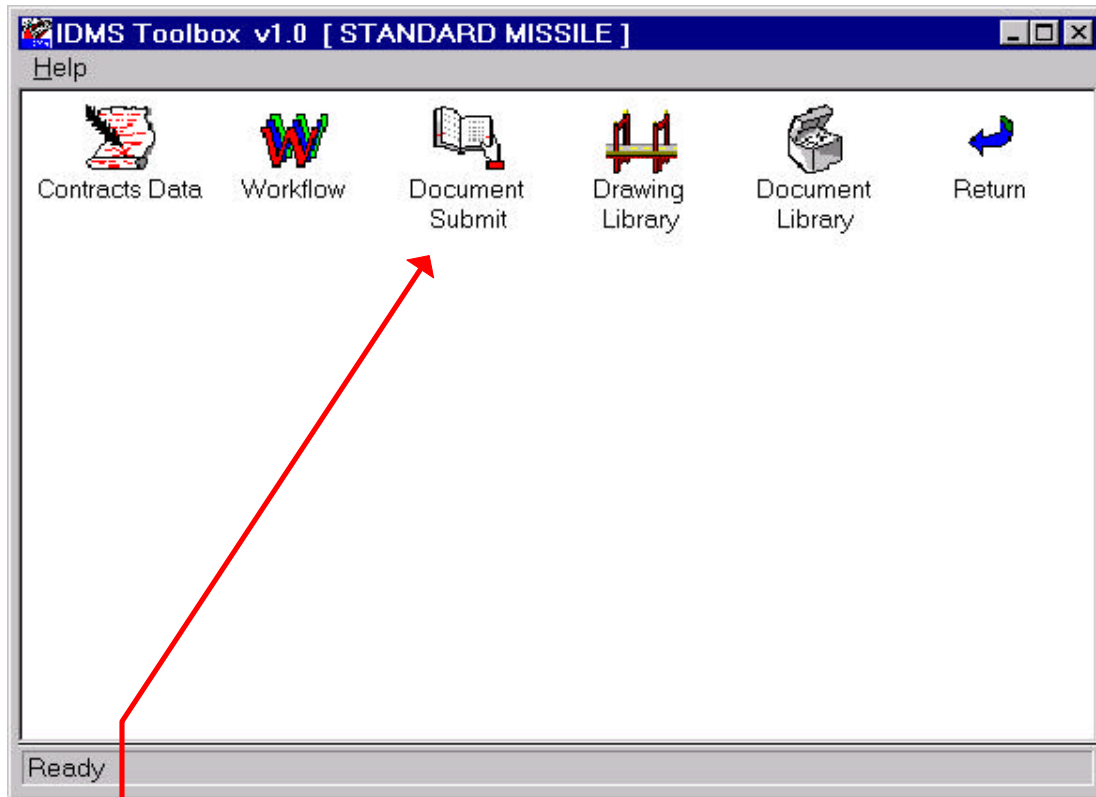


4.0 Document Submit Icon



To submit CDRL deliverables to the IDMS system:

Double-Click on the Document Submit icon.

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Note:

**If you Double-Click on this Icon and nothing happens . . .
You have not been given the “rights” or “access”
to submit documents to the JCALS/IDMS system
via this particular module.**

DOCUMENT SUBMIT

4.1 Get a Document to Submit

Step 1:

Type in the Document Title.

PHD NSW AutoSubmit

File Action Window Help

Insert Change Delete Reset Transfer Close

AutoSubmit: 1

Submitted By: gbtomczyk Phone: (805) 982-0324

Document Title: Management Plan Deliverable Type: CDRL Document Access Level: 3 - ALL Standard Missile Community

Document consist of File(s):

Filename	Description
1	

Document assigned to Contract/CDRL(s)

Select File

File name: *.* Folders: d:\standa~1

SM-TEST1.doc
SM-TEST2.doc
SM-TEST3.doc
SM-TEST4.doc
SM-TEST5.doc
SM-TEST6.doc
SM-TEST7.doc
SM-TEST8.doc

List files of type: All Files (*.*) Drives: d:

OK Cancel Network...

Step 2:

Double Click in this area to select a file from your PC.
If the document consists of more than one file, Double Click in this area again to select another file.

Step 3:

Choose a document the usual way.
Then click on OK.

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for further instructions.

DOCUMENT SUBMIT

4.2 Submit a Document

Step 4:

In the "Deliverable Type" window, from the "drop down" bar, choose the type of deliverable.

CDRL	MOD
CLIN	TI
CONTRACT	Other

Step 5:

In the "Document Access Level" window, from the "drop down" bar, choose the Security Level.

1 - PMS422 Authorized User List only
 2 - PMS422 & Gov Authorized User List
 3 - All Standard Missile Community

Step 6:

Single-Click in this area to assign the document to a Contract or CDRL.

If submitting to more than one Contract or CDRL, Single-Click in this area again and assign the document to another Contract or CDRL.
 (Enter appropriate information each time)

Note:

This now works automatically when you choose a Deliverable Type in Step 4

Step 7:

Single-Click the "Submit" button when ready to submit.

This window will appear if the document is being submitted to IDMSWF. If you do not know the current "SMMGR password", you do not have the "rights" to this module!

Continue on Page 5-1 ⇒ to learn about the Drawing Library.